

ACCOUNTING ADMINISTRATOR I (SUPERVISOR) DEPARTMENTAL OPEN SPOT - SACRAMENTO



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **May 21, 2014-** Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.jobs.ca.gov). All applicants must complete and return the entire examination packet. The examination packet must include the following:

- State Examination Application (Form STD 678)
- General Instructions/Affirmation
- Training and Experience Questionnaire

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN
RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING
ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE **\$5079 – \$6311**
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION** **All applicants must meet the education and/or experience requirements for this examination by the final filing date.** All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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MINIMUM
QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**

Education:

Either:

1. Equivalent to graduation from college, with specialization in accounting;

OR

2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

DEFINITION OF TERMS

“Performing the duties of...” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class.)

“Equivalent to graduation from college...” satisfaction of the requirements for a bachelor’s degree from an accredited college. Bachelor’s degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor’s degree.

“Performing duties in a class at a level of responsibility not less than...” the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

POSITION
DESCRIPTION

Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING & EXPERIENCE QUESTIONNAIRE – WEIGHTED 100.00%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

Knowledge of:

1. Accounting principles and procedures in order to properly analyze systems and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization procedures of the State of California and related laws, rules, and regulations.
4. Principles of public finance.
5. Planning, organizing, and directing the work of others.
6. Principles and techniques of personnel management and supervision.
7. The State of California's Equal Employment Program objectives.
8. A supervisor's role in the Equal Employment Program.
9. The principles of completed staff work to effectively perform assigned duties.
10. Information technology to effectively prepare reports, manuals, correspondence, etc.

Skill to:

1. Orally communicate with individuals that are emotionally distressed with tact and diplomacy.
2. Negotiate to bring others together to reconcile work related issues or personal differences.
3. Interpret and analyze information in order to draw valid and supportable conclusions.
4. Use a word processing software program to produce a variety of written documents.
5. Use a variety of software programs for spreadsheet development, such as Microsoft Excel.
6. Manage one's own time in order to effectively complete assignments.
7. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile, including co-workers and clients, while maintaining work productivity and professionalism.
8. Direct the work of others (e.g., Accounting staff) to ensure projects are completed, including communicating expectations, delegating, monitoring progress, and providing feedback.

Ability to:

1. Communicate information and ideas orally and in writing so others will understand.
2. Behave effectively during stressful working conditions (e.g., tight deadlines, work overload) in order to perform job tasks.
3. Apply accounting principles and procedures.
4. Use analytical reasoning, both inductive and deductive, to solve complex problems and develop solutions.
5. Make sound decisions and recommendations in regard to professional accounting problems in maintaining control of a departmental budget.
6. Plan, organize, and direct the work of others to ensure the continuity of critical operations.

**SPECIAL PERSONAL
CHARACTERISTICS**

Ability to qualify for a fidelity bond. Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition

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ADDITIONAL
REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS
PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov) California Department of Human Resources website at (www.jobs.ca.gov) and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039



California Department of Justice

Accounting Administrator I

Training and Experience Questionnaire

This Training and Experience Questionnaire is the examination process for the classification of Accounting Administrator I. The results of this examination will determine your placement on the hiring eligible list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Accounting Administrator I position.

The overall assessment consists of four (4) sections:

- I. Administration and Management
- II. Economics and Accounting
- III. Information Technology
- IV. Communication

The T&E Questionnaire is the sole component of the Accounting Administrator I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. If you are visually impaired and experience difficulties completing this exam, please contact either of the two exam analysts listed below. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Lucy Schindehette or Jorge Avalos
Testing and Selection Unit
(916) 327-4209/ (916) 327-4187
Lucy.Schindehette@doj.ca.gov
Jorge.Avalos@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application to be considered for this examination process.

The completed Training and Experience Questionnaire must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Exam Requirements

Candidates are **required** to identify at least one (1) professional reference who can best verify the responses provided to each question in each of the four (4) sections of the exam. A professional reference may be used in more than one section.

Up to three (3) professional references may be listed for each section of the exam.

The Department of Justice **requires** that professional reference contact information be provided by candidates in order to verify their responses.

In the spaces provided below, please provide at least one (1) professional reference for each of the four sections of the Accounting Administrator I examination. For each professional reference, please provide their name, their organization or place of employment, their relationship to you, and their contact information.

Administration and Management References

ID #	Name	Affiliate/Organization	Relationship (supervisor, professor/teacher, colleague)	Contact Information (Phone number and/or Email address)
1				
2				
3				

Economics and Accounting References

ID #	Name	Affiliate/Organization	Relationship (supervisor, professor/teacher, colleague)	Contact Information (Phone number and/or Email address)
1				
2				
3				

Information Technology References

ID #	Name	Affiliate/Organization	Relationship (supervisor, professor/teacher, colleague)	Contact Information (Phone number and/or Email address)
1				
2				
3				

Communication References

ID #	Name	Affiliate/Organization	Relationship (supervisor, professor/teacher, colleague)	Contact Information (Phone number and/or Email address)
1				
2				
3				

NOTE: If candidates do not identify a professional reference who can verify their response for any particular question, that question will **NOT** be scored.

Section I.

Administration and Management

An Accounting Administrator I must be able to demonstrate a good understanding of organizing and prioritizing workloads to meet established deadlines and ensure the most important tasks are completed. An Accounting Administrator I effectively oversees and monitors subordinate staff to ensure that operational needs are met, instructs others in accounting and administrative functions, makes hiring recommendations, and acts in the absence of the Chief of Accounting.

Instructions for the narrative portion should be read carefully and understood before responding to the question on the following page.

Your response to the narrative question must be typed. Please limit the content of your response to the space provided on the following page.

Your response to the narrative question will not be scored but may be referenced during any subsequent interviews.

**PLEASE TURN TO THE FOLLOWING PAGE TO COMPLETE THE
NARRATIVE QUESTION**

Please describe a situation where you were responsible for completing multiple projects simultaneously (i.e., multi-task) within appropriate timeframes while maintaining a high quality work product.

Below are a series of tasks, knowledge, skill, and ability areas that have been identified as important to performing administration and management functions as an Accounting Administrator I. Referencing the scale provided below, you will rate your job-related experience, frequency, and independence of performance for each item. Note that you are also required to identify at least one (1) professional reference in the scale provided with each item. Indicate the professional reference who can verify your response using the corresponding ID number reflected on the Exam Requirements page.

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

1. Performing important and time sensitive accounting, budgeting, or other tasks that require close tracking of deadlines while working in a fast paced environment.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

2. Planning, organizing, and directing the work of others through communicating expectations, monitoring progress, and providing feedback.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

3. The review and preparation of accounting reports as required by legislation and/or departmental management using accounting data.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

4. Recruit, interview, and make recommendations on the hiring of potential staff ensuring compliance with Equal Employment Opportunity (EEO) and personnel policies utilizing sound management and personnel practices.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

5. Carry out supervisory responsibilities in the work place with regard to organization-wide mandates concerning Equal Employment Opportunities (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

6. Review and monitor internal controls, separation of duties, and organizational audits to develop tools to correct and prevent financial audit findings.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

7. Participation in the development and implementation of fiscal policy affecting financial control functions internal to an accounting work context.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

8. Review and analyze legislation containing fiscal impact on organizational policy.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

9. Evaluate and provide performance feedback to staff in an effort to meet organizational goals.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

10. Diffuse a situation involving a difficult and/or hostile employee or co-worker.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

Section II.

Economics and Accounting

An incumbent working in the Accounting Administrator I classification prepares policies and procedures to provide direction on various accounting processes with minimal supervision. An Accounting Administrator I also reviews and prepares accounting reports as required by governmental and departmental rules and regulations, and functions as liaison to Department staff.

Instructions for the narrative portion should be read carefully and understood before responding to the question on the following page.

Your response to the narrative question must be typed. Please limit the content of your response to the space provided on the following page.

Your response to the narrative question will not be scored but may be referenced during any subsequent interviews.

**PLEASE TURN TO THE FOLLOWING PAGE TO COMPLETE THE
NARRATIVE QUESTION**

Please describe a situation where you were able to direct and control a variety of complex and specialized fiscal activities associated with Financial Control accounting.

Below are a series of tasks, knowledge, skill, and ability areas that have been identified as important to performance as it is related to economics and accounting as an Accounting Administrator I. Referencing the scale provided below, you will rate your job-related experience, importance, and independence of performance for each item. Note that you are also required to identify at least one (1) professional reference in the scale provided with each item. Indicate the professional reference who can verify your response using the corresponding ID number reflected on the Exam Requirements page.

How much experience do you have?	How important was this knowledge, skill, or ability in your previous work experience?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Not important or I didn't need this ability 2. Slightly important but it did not impact my performance if I did not have this ability 3. Important because I was required to use this ability regularly 4. Critical and I could not have done my job if I did not have high level skills in this area.	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

11. Practice of the generally accepted accounting principles (GAAP).

Amount of Experience	Level of Importance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

12. Oversee the preparation of an organization's year end financial reports using data from accounting systems, General Ledger, or other reports while adhering to all related laws, rules, and regulations.

Amount of Experience	Level of Importance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How important was this knowledge, skill, or ability in your previous work experience?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Not important or I didn't need this ability 2. Slightly important but it did not impact my performance if I did not have this ability 3. Important because I was required to use this ability regularly 4. Critical and I could not have done my job if I did not have high level skills in this area.	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

13. Use of analytical reasoning, both inductive and deductive, to solve complex accounting problems, develop solutions and make recommendations.

Amount of Experience	Level of Importance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

14. The preparation of policies and procedures that are used to provide direction on various accounting processes utilizing various resources (e.g., Penal Codes, Government Codes, etc.).

Amount of Experience	Level of Importance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

Section III.

Information Technology

An Accounting Administrator I uses a variety of software programs for spreadsheet development and the preparation of clear and concise reports. An incumbent in this position is expected to understand how to utilize information technology to effectively prepare and maintain electronic correspondence, manuals, and other record keeping systems.

Instructions for the narrative portion should be read carefully and understood before responding to the question on the following page.

Your response to the narrative question must be typed. Please limit the content of your response to the space provided on the following page.

Your response to the narrative question will not be scored but may be referenced during any subsequent interviews.

**PLEASE TURN TO THE FOLLOWING PAGE TO COMPLETE THE
NARRATIVE QUESTION**

Please describe your experience and/or training with preparing a spreadsheet (e.g., reconciliations, allocations, etc.) using quantifiable data.

Below are a series of tasks, knowledge, skill, and ability areas that have been identified as important to performance as it is related to information technology as an Accounting Administrator I. Referencing the scale provided below, you will rate your job-related experience, frequency, and independence of performance for each item. Note that you are also required to identify at least one (1) professional reference in the scale provided with each item. Indicate the professional reference who can verify your response using the corresponding ID number reflected on the Exam Requirements page.

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

15. Oversee the preparation of a variety of reconciliations using accounting system data (e.g., General Ledger, SCO reports, etc.).

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

16. Utilize a spreadsheet application (e.g., MS Excel) to create a wide variety of reports and/or charts.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

17. Utilize a word processing application (e.g., MS Word, etc.) to create a wide variety of written documents and reports.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

Section IV.

Communication

As a supervisory position, those working in the Accounting Administrator I classification are expected to orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and assign or accept work. Incumbents should also be able to communicate in writing at a level that informs the reader both accurately and effectively.

Instructions for the narrative portion should be read carefully and understood before responding to the question on the following page.

Your response to the narrative question must be typed. Please limit the content of your response to the space provided on the following page.

Your response to the narrative question will not be scored but may be referenced during any subsequent interviews.

**PLEASE TURN TO THE FOLLOWING PAGE TO COMPLETE THE
NARRATIVE QUESTION**

Please describe a time where you were required to present work-related information to a group of co-workers and/or stakeholders.

Below are a series of tasks, knowledge, skills, or abilities that have been identified as important to performance as it is related to communication as an Accounting Administrator I. Referencing the scale provided below, you will rate your job-related experience, frequency, and independence of performance for each item. Note that you are also required to identify at least one (1) professional reference in the scale provided with each item. Indicate the professional reference who can verify your response using the corresponding ID number reflected on the Exam Requirements page.

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

18. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile, including co-workers and clients, while maintaining work productivity and professionalism.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

19. Communicate information (e.g., the impact of recently enacted legislation) and ideas in writing (e.g., letters or memoranda) so that others will understand.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1.....2.....3

How much experience do you have?	How frequently did you perform this task or utilize this knowledge, skill, or ability?	What was your level of independence in performing this type of work?
1. No Experience or Training 2. Less than one year of experience or training 3. 1 to 3 years of experience or training 4. 3 or more years of experience or training	1. Less than once a month 2. One or two times a month 3. At least once a week 4. Daily	1. Most of my work was closely supervised 2. Some of my work was closely supervised 3. I received only general supervision 4. I was completely independent

20. Research and respond orally and in writing to technical and complex inquiries from members of the public, employees from other organizations or departments, and other stakeholders.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1....2....3

21. Negotiate to bring others together and try to reconcile work-related issues.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1....2....3

22. Negotiate to bring others together and try to reconcile personal differences.

Amount of Experience	Frequency of Performance	Level of independence	Professional Reference
1.....2.....3.....4	1.....2.....3.....4	1.....2.....3.....4	1....2....3